



**DEPARTMENT OF THE ARMY**  
**UNITED STATES ARMY NORTH ATLANTIC TREATY ORGANIZATION**  
**APO AE 09705**

REPLY TO  
ATTENTION OF:

ACDP-FOD

23 October 2003

MEMORANDUM FOR SEE DISTRIBUTION:

SUBJECT: USANATO Policy for Personnel on Travel Orders to Turkey

1. REFERENCES:

- a. AR 600-8-105; Military Orders, 28 October 1994.
- b. Foreign Travel Clearance Guide
- c. Standard NATO Agreement (STANAG) 2026, NATO Travel Orders
- d. NATO Publication AmovP - 3 May 98 (NOTAL)
- e. NATO SOFA Agreement and Addendums

2. PURPOSE: To issue USANATO Policy and instructions for the issuance of NATO Travel Orders by strictly following the provisions of the agreement of NATO nations.

3. APPLICABILITY: All U.S. Army personnel, DoD civilians, and family members on official orders to Turkey who are assigned or attached to the USANATO.

4. RESPONSIBILITIES: Each USANATO Commander or designated representative will ensure all U.S. Army personnel, DoD civilians and family members on Official Travel Orders to Turkey are processed for and issued the appropriate (required) NATO travel documents IAW the references above.

5. The current agreement between NATO nations concerning NATO Travel Orders are extracted and furnished here. Details of this agreement are provided for guidance. NATO countries are Belgium, Canada, Czech Republic, Denmark, France, Federal Republic of Germany, Greece, Hungary, Iceland, Italy, Luxembourg, the Netherlands, Norway, Poland, Portugal, Spain, Turkey, the United Kingdom of Great Britain, and the United States of America.

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6. The NATO Travel Order format (Enclosure 1) will be used by USANATO Armed Forces personnel and, subject to the presentation by individuals of identity cards, will permit those individuals or bodies of troops to pass without difficulty from one NATO nation to one or more other NATO nations and will exempt NATO personnel from those regulations of the receiving nation which concern passports, visas and immigration inspection. DoD Civilians, their family members and family members of military members will be required to present official U.S. Department of State documents as outlined below.

7. SCOPE

a. MILITARY PERSONNEL REQUIREMENTS FOR ENTRY/EXIT TO TURKEY:

1. NATO Travel Orders will be used for both individual and collective movement. When the travel order is issued to parties of 20 or over, detailed arrangements are to be made, as necessary, for movement, reception, staging, etc.

2. NATO Travel Orders will be used only for movement of military personnel, their personal baggage, individual weapons and official documents. NATO Travel Orders will NOT be issued to DoD civilians or family members.

3. NATO Travel Orders will be issued to all USANATO military personnel who are performing official travel in, through, or between NATO nations, to include PCS, TDY, TCS, etc. NATO Travel Orders will be presented along with the appropriate U.S. travel documentation (PCS, TDY, TCS Orders).

b. DoD CIVILIAN PERSONNEL REQUIREMENTS FOR ENTRY/EXIT TO TURKEY:

1. All DoD Civilian Personnel are required to have and present upon request for all official travel the following documents:

- a. Official Travel Orders (DA Form 1610).
- b. Tourist or Official Passport.
- c. Applicable VISA for country(s) to be visited in conjunction with official travel.

2. All out of pocket expenses for VISAs are reimbursable travel related expenses.

c. FAMILY MEMBER REQUIREMENTS FOR ENTRY/EXIT TO TURKEY:

1. Family Members traveling in a PCS status to accompany military members are required to have the following documents prior to entering Turkey.

- a. A valid U.S. Passport (Tourist or No Fee).

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- b. A valid entry VISA.
  - c. A copy military member's PCS orders. Orders must list all family members.
2. Entry VISAs should be applied for through the Consulate General at least four weeks prior to departing for Turkey. Required documents for a Turkey entry VISA are:
- a. A completed VISA application form.
  - b. A copy of military members PCS orders.
  - c. A consular fee of \$100 (USD).
3. All out of pocket expenses for VISAs are reimbursable travel related expenses.

NOTE: Travel to all Non-NATO countries will require documentation as set forth in the Foreign Travel Clearance Guide:

8. ISSUE. NATO Travel Orders will be issued by the appropriate agency of the sending nation. Where there is a requirement for frequent passing from one NATO country to another, the NATO Travel Order may be issued to individuals to cover a period not to exceed 1 year from the date of issue. Reissue of NATO Travel Orders will be required for stays that exceed the 1-year time frame.

9. OFFICIAL DOCUMENTS. Official documents under official seal are not subject to custom inspection, provided the NATO Travel Orders issued to the courier shows the number of dispatches carried, and that it is certified in the NATO Travel Orders that they contain only official documents.

10. EXEMPTION FROM CIVIL REGULATIONS. Personnel traveling under conditions of this agreement will be exempt from regulations of the receiving nation concerning registration and control of aliens, but are not considered as acquiring any right to permanent residence or domicile in territories of the receiving nation.

11. LANGUAGES TO BE USED ON THE FORMAT. The NATO Travel Orders will be printed in the language of the issuing nation and in English and French languages. Additional languages may be included if required under National Agreements. Any instructions printed on the reverse of the form, will be in the language(s) of the issuing nation.

12. DESCRIPTION OF THE FORMAT

a. It is not necessary that the enclosed format be followed exactly; however, all the required information should appear in the same sequence.

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b. The NATO Travel Orders must be signed in blue ink and must be stamped in blue ink with a stamp that is available at the Resource Management Office. The format will be as close as possible to the following dimensions:

(1) Width (not including the possible addition of a stub): 20cm (8").

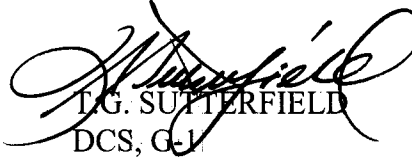
(2) Length: 30 cm (12").

13. COMPLETION OF THE FORMAT. NATO Travel Orders will be completed in the language(s) of the issuing nation.

14. The proponent for this SOP is the Chief, Field Operations Division, G1, USANATO.

FOR THE CHIEF OF STAFF:

Enclosure:  
as



T.G. SUTTERFIELD  
DCS, G-1

DISTRIBUTION:  
A

# SAMPLE NATO TRAVEL ORDER

(Appropriate Letterhead)

GRADING OF FORM: NATO UNCLASSIFIED

## NATO TRAVEL ORDER

## ORDRE DE MISSION OTAN

## FOGLIO DI VIAGGIO NATO

Country of Origin )  
Pays de provenance )  
Paese di Provenienza )

Serial Number )  
Numéro de série )  
Numero di emissione )

1. The bearer (and group as shown hereon or on attached list)  
Le porteur (et personnel porté ci-dessus ou sur la liste jointe)  
Il sottosegnato latore (ed il personale elencato di seguito o nel foglio allegato)

Personal/Identity Card No. (If any)

Rank )

Name )

No Mle/de la carte d'identité

Grade )

Nom )

(s'il y a lieu) )

No del documento di riconoscimento

Grado )

Nome )

(militare o civile)

(quando previsto)

2. Will travel from ) to ) via )  
Fera mouvement de ) à ) via )  
Viaggerà da ) a ) via )

\* and return  
et retour  
e ritorno

- \* Date of Departure ) \* Expected date of return )  
Date du départ ) Date probable de retour )  
Data di partenza ) Data di ritorno prevista )

\* Period of Validity From : To :  
Durée de validité De : A :  
Periodo di validata Da : A :

3. Authority for travel )  
Autorité qui a établi l'ordre )  
Autorità che ha ordinato il viaggio )

4. Authority (is) (is not) granted to possess and carry arms  
Autorisation de porte d'armes (accordé) (non accordé)  
Autorizzazione per il porto d'armi (precisare se concessa o meno)

5. The person named in paragraph 1 is authorized \*  
Le personne indiquée au paragraphe 1 est autorisée  
La persona nominata nel paragrafo 1 è autorizzata

(to carry) (sealed dispatches numbered)  
(à porter) (plis scellés numérotés)  
(a portare) (plichi sigillati numerati)

(These dispatches contain only official documents)  
(Ces plis ne contiennent que des documents officiels)  
(I plichi suddetti contengono esclusivamente documenti ufficiali)

6. I hereby certify that this individual/group\* is/are\* member(s) of a Force as defined in the NATO Status of Forces Agreement, and that this is an authorized move under the terms of this agreement.

Je soussigné certifie que le personnel visé appartient à une armée telle que définie dans l'Accord OTAN sur le statut des Forces armées et que ce déplacement et officiel selon les termes de ce Accord.

Si dichiara che il personale latore del presente foglio di viaggio fa parte di una Forza Armata come definita nello "Accordo NATO sullo statuto delle Forze Armate", e, che pertanto, il movimento è autorizzato nei termini del predetto Accordo.

(Officer authorizing movement)  
( and date of issue )

(Officier autorisant le mouvement)  
(et date de l'autorisation)

\* Delete if not applicable (Autorità che autorizza il movimento)  
Rayer la mention inutile (e data di emissione)  
Cancellare qualora ritenuto  
inutile

**REVERSE SIDE OF NATO TRAVEL ORDER**  
**VERSO DE L'ORDRE DE MISSION**

**SUGGESTED INSTRUCTIONS WHICH MAY BE PUT ON BACK OF FORM**  
**PROPOSITIONS D'INSTRUCTIONS POUVANT FIGURER AU DOS DU FORMULAIRE**

1. This Travel Order is to be used for both individual and collective movement. When the Travel Order is issued to parties of 20 or over, detailed arrangements are to be made as necessary for movement, reception, staging, etc...  
1. Cet Ordre de mission peut être utilisé à la fois pour les mouvements individuels ou collectifs. Toutefois, lorsqu'il sera utilisé pour de détachements égaux ou supérieurs à 20 hommes, des mesures de détail devront être prises si nécessaire par tous les organismes chargés de leur transport, de leur réception et de leur séjour, etc...
2. This Travel Order is to be produced to civil and military authorities on request.  
2. Cet Ordre de mission devra être présenté sur demande des Autorités civiles et militaires.
3. It is not to be used for civilian personnel.  
3. Cet Ordre de mission ne sera pas utilisé pour les personnels civils.
4. The country from which travel is authorized and the country (countries) to and through which travel is authorized must be included in Panel 2. The inclusion of the location (i.e. town, city) from and to which travel is authorized is optional.  
4. Au paragraphe 2, seule la mention des pays est obligatoire. L'indication de l'endroit exact (ville, lieu...) est facultative.
5. Panel 3 refers to National Military Authority and may be used if required.  
5. Le paragraphe 3 se réfère à une Autorité militaire nationale et peut être utilisé si besoin est.
6. Personnel are to be in possession of Service Identity Documents.  
6. Chaque individu sera porteur d'une pièce d'identité militaire.
7. Panel 5 should be deleted if not applicable.  
7. Le paragraphe 5 sera supprimé le cas échéant.
8. If more than one person is traveling, the list, as referred to in panel 1 of the form should show Personal/Identity Card Number (if any), Rank, Name, and Unit. This list may be shown on the face, on reverse, or on a separate document as appropriate.  
8. S'il s'agit du déplacement de plusieurs individus, la liste indiquée au paragraphe 1 du formulaire devra comporter le numéro matricule ou de la carte d'identité, le grade, le nom et l'unité de chacun d'eux. Cette liste pourra figurer soit sur le recto ou le verso de l'Ordre de mission, soit sur un document distinct, selon le cas.
9. Any additional details or instructions which issuing nations wish to include should be attached on a separate paper, or on the reverse of the form.  
9. Tous détails ou instructions supplémentaires que la nation d'origine désire inclure devront figurer soit au dos du formulaire, soit sur une feuille séparée.